

BYLAWS
BUDGET COMMITTEE
OF THE
EMERGENCY MEDICAL SERVICES COUNCIL

ARTICLE I
PURPOSE

The Budget Committee (Committee) assists the EMS Council (Council) in carrying out the duties described in Arizona Revised Statutes, Title 36, Chapter 21.1, Emergency Medical Services, by making recommendations to the ADHS Director, through the EMS Council, on expenditure of monies in the EMS Operating Fund for funding local and state emergency medical services systems. Monies in the Operating Fund are subject to annual legislative appropriation. (ARS §36-2218.B.)

ARTICLE II
COMMITTEE LIAISON

The intent of this Article is to provide for the timely and appropriate exchange of information regarding emergency medical services between the Committee and the Council. To that end, the Bureau Chief, Bureau of Emergency Medical Services (BEMS), ADHS, or his/her designee is the Department's liaison to the Committee.

The Bureau Chief, BEMS, or his/her designee shall provide staff support and technical assistance to the Committee as needed. He/she shall make every reasonable effort to inform the Committee of pending actions and/or issues which may be within the scope of the consultative and advisory duties of the Committee. The Bureau Chief, BEMS or his/her designee shall be responsible for ensuring the Council is informed of Committee recommendations and actions in a reasonable time frame.

ARTICLE III
MEMBERS

Section 1. Committee Membership

Membership of the Committee will consist of no more than 11 members and will include a diverse representation of individuals from throughout the state. There will be committee members selected from each of the four EMS regions.

Section 2. Term of Membership

Membership of the Committee shall be reviewed annually by the Chair, Medical Director, and the Bureau Chief. Appointment to the committee will represent consideration for categories that reflect the nature of the work of the committee.

Section 3. Compensation

Committee members shall not be eligible to receive compensation.

Section 4. Voting

Each member of the Committee shall be entitled to one vote when present at a meeting of the Committee. No individual member shall cast more than one vote on the Committee. Voting by proxy and/or alternate voter shall not be authorized.

Section 5. Vacancies

Committee vacancies shall be filled through appointment by the Medical Director. The Committee Liaison or his/her designee shall be responsible for informing the Medical Director of vacancies.

ARTICLE IV OFFICERS

Chair: The Committee shall have a Chair who shall be a member of the EMS Council appointed by the Medical Director of Emergency Medical Services, and shall perform the duties delegated by the Council and those prescribed by these bylaws and by the parliamentary authority adopted by the Council and the Committee.

Vice Chair: The Vice Chair of the Budget Committee will be selected by a majority of the members present, and shall serve as the Budget Committee Chair in the absence of the Chair. Upon resignation or completion of term, a new Vice Chair will be selected at the next regular meeting.

ARTICLE V MEETINGS

Section 1. Meetings

The Committee shall meet at least one time annually and other meetings will be scheduled as needed.

Section 2. Special Meetings

Special meetings and/or telephone meetings may be called by the Chair in agreement with the Committee Liaison, or by written request of four (4) members of the Committee and must comply with the Open Meeting Law.

Section 3. Notice of Meetings

Committee members shall be notified ten (10) days in advance of all Committee meetings. Minutes of the previous meeting and an agenda for the upcoming meeting should be available to members ten (10) days in advance of the Committee meetings.

Section 4. Attendance

Regular attendance is expected of all Committee members. If a member fails to attend two (2) consecutive meetings, the Committee Liaison will notify the Medical Director, who will make a determination on the member's status.

Section 5. Quorum

A simple majority of the members of the Committee in person or by telephone shall constitute a quorum. Quorum will be determined by those actual members of the Committee and without consideration of vacant membership positions

ARTICLE VI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are inconsistent with these bylaws.

The Committee will appoint a member to act as Parliamentarian during meetings. It is the Parliamentarian's responsibility to ensure Committee meetings are conducted following Robert's Rules of Order.

ARTICLE VII OPEN MEETING LAW

The Arizona Open Meeting Law shall apply to meetings of the Committee.

ARTICLE VIII MINUTES

Minutes of each Committee meeting will be recorded, and the Committee shall have the right of review and correction of minutes of all meetings before publication and distribution.

ARTICLE IX MOTIONS

All motions passed by this Committee will be forwarded to the Emergency Medical Services Council for review and/or action at their next regularly scheduled meeting.

ARTICLE X AMENDMENTS

These bylaws can be amended at any regular meeting of the Committee by a majority vote, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Approved: 1/23/98

Revised & Approved: 4/27/01

Revised & Approved: 7/16/02

Revised & Approved: 10/25/02